

**Catholic Foundation
of Northwest Pennsylvania**

POSITION DESCRIPTION

POSITION TITLE **DEVELOPMENT ASSOCIATE**

REPORTS TO **OPERATIONS DIRECTOR**

FULL TIME X **PART TIME** **EXEMPT** **NON-EXEMPT X**

OBJECTIVE

Provide highly organized, accurate and timely administrative support to the operations of the Catholic Foundation and contribute to a variety of constituent relations activities.

RESPONSIBILITIES

The essential functions of the position include but are not limited to the following:

1. Provide administrative support to the Director of Operations including regular mailings of endowment statements and distributions, facilitating the work of the foundation board of directors, and assisting in the management of the constituent relations database.
2. Provide administrative support to the Foundation directors as needed.
3. Coordinate fundraising and cultivation events including Foundation giving society celebrations and investor relations meetings.
4. Assist with donor relations activities such as mailings, check presentations, photos, information for stories of impact and giving, among other things.
5. Facilitate marketing and communication initiatives including social media strategy and execution, design of meeting and event handouts, PowerPoint presentations, media release distribution, etc.
6. Interact and coordinate with donors, external vendors, and other constituents.
7. Manage a budget of expenditures for donor relations outreach and events.
8. Participate in a variety of strategy and planning meetings.
9. Maintain office supplies.
10. Exercise discretion and confidentiality standards; uphold the Association of Fundraising Professionals Donor Bill of Rights and Code of Ethical Standards.

QUALIFICATIONS

Education: Bachelor's degree in communications, business or related field or equivalent experience in a nonprofit organization

Experience: Three to five years prior experience in a service environment preferred.

COMPETENCIES

- Supportive of the mission of the Catholic church
- Familiarity with Microsoft Office products, digital photography and social media platforms.
- Good communication and interpersonal skills
- Attention to detail and accuracy
- Ability to independently manage projects and events from concept to completion.

- Ability to multi-task and prioritize
- Comfortable in an environment of change
- Works well in a busy, results-oriented environment
- Works well independently and as part of a team
- Trustworthy, personable, and professional

PHYSICAL REQUIREMENTS

- ability to work at a computer
- ability to lift 25 pounds occasionally